



SAINT VINCENT AND THE GRENADINES

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GOVERNMENT NOTICES

No. 154

No. 155

LEGISLATIONS

The following Acts which were assented to by Her Excellency the Governor-General are published in this issue of the Gazette and can be purchased at the Government Printing Office, Campden Park Industrial Estate:-

Act No. 14 of 2019:- Supplementary Appropriation Act, 2019.

Act No. 15 of 2019:- Supplementary Appropriation (No. 2) Act, 2019.

Act No. 16 of 2019:- Supplementary Appropriation (No. 3) Act, 2019.

Act No. 17 of 2019:- Supplementary Appropriation (No. 4) Act, 2019.

Act No. 18 of 2019:- Supplementary Appropriation (No. 5) Act, 2019.

Act No. 19 of 2019:- Supplementary Appropriation (No. 6) Act, 2019.

Act No. 20 of 2019:- Supplementary Appropriation (No. 7) Act, 2019.

Act No. 21 of 2019:- Supplementary Appropriation (No. 8) Act, 2019.

Act No. 22 of 2019:- Finance Administration (Amendment) Act, 2019.

Act No. 23 of 2019:- Public Sector Investment Loan (No. 2) Act, 2019.

5th November, 2019.



VACANCY NOTICE

Applications are invited from suitably qualified **persons for appointment to the post of Deputy Chief Registrar** within the Eastern Caribbean Supreme Court.

JOB DESCRIPTION

JOB TITLE: Deputy Chief Registrar

REPORTS TO: Chief Registrar

SUPERVISES: Case Managers

CLASSIFICATION: MPP-6

A. DUTIES AND TASKS:

1. Liaises with members of the Legal Profession and other stakeholders on Court related matters.
2. Signs Notices, Orders, and Certificates of Result on applications and appeals.

3. Carries out legal research and drafts judgements for the Chief Justice and when required other Judges as necessary.
 4. Liaises with the Court Offices throughout the Member States and Territories under the Court's jurisdiction on compliance with rules of procedure and administrative directions.
 5. Ensures that the relevant reports and case flow information are produced and circulated to the relevant persons according to the established procedures and guidelines.
 6. Manages the overall operations of the Court of Appeal Registry.
 7. Liaises with the Chief Registrar on matters relating to the Court of Appeal Registry functions which may require discussion.
 8. Liaises with High Court Registrars and Court of Appeal Clerks in the Member States and Territories under the Court's jurisdiction on matters relating to Appeals when necessary.
 9. Responds to all incoming emails and letters relating to the work of the Registry.
 10. Assists with the Conduct of Case Management Conferences.
 11. Identifies long-term and short-term needs including the determination of equipment and staffing needs in consultation with the Senior Case Manager.
 12. Develops background information to support budget requests relating to the Court of Appeal Registry and assists the Chief Registrar with the preparation of the budget submission.
 13. Assists the Chief Registrar with preparation of Court Schedules.
 14. Assists the Chief Registrar in the policy and procedures formulation for the ECSC.
 15. Liaises with the Chief Justice, Justices of Appeal, Chief Registrar and Senior Case Manager on Court of Appeal Registry matters.
 16. Reports to the Chief Registrar on a weekly basis on the performance of the Court of Appeal Registry and on any other matters which may require attention and discussion.
 17. Assists the Chief Registrar with the Court protocol functions.
 18. Ensures that all arrangements for the Court of Appeal Sitzings in Saint Lucia are in place, including sending relevant notices to the Government Printery, Correctional Facility, Police Commissioner for provision of Gazetted Officers and for the provision of meals for the Sitting.
 19. Assists in the preparation of Draft Orders for review by the Chief Justice or Justices of Appeal.
 20. Assists the Chief Registrar with any of the functions of that office as and when required.
 21. Any other related duties as may be assigned from time to time.
- B. SKILLS, KNOWLEDGE AND ABILITIES:**
1. A sound working knowledge of administration practices and procedures.
 2. Ability to interpret, apply, administer and enforce laws.
 3. Familiarisation with civil and criminal practice and procedures of the Rules of the Eastern Caribbean Supreme Court.
 4. A sound working knowledge of information technology applications.
 5. Demonstrated supervisory management ability.

6. Demonstrated ability to communicate effectively both orally and in writing.

C. **QUALIFICATIONS AND EXPERIENCE:**

Qualifications and skills must include the following:

1. A Bachelor's Degree in Law.
2. A Legal Education Certificate or equivalent professional qualification recognised in Saint Lucia.
3. Five (5) years prior relevant working experience in a similar environment.

Completed employment **application form, together with a cover letter, curriculum vitae (CV), two (2) written reference letters and certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
2nd Floor, Heraldine Rock Building
The Waterfront
Castries
Saint Lucia, West Indies.

To arrive no later than Friday, 6th December 2019.

NB: Applications may also be submitted via email to jisc@eccourts.org. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.

5th November, 2019.

No. 153

**GOVERNMENT OF ST. VINCENT
AND THE GRENADINES
MINISTRY OF EDUCATION
NATIONAL RECONCILIATION AND
INFORMATION TVET
DEVELOPMENT PROJECT
INVITATION TO BID**

The Government of St. Vincent and the Grenadines (GOSVG) has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to USD 12.6 million

dollars towards the cost of the TVET Development Project (the Project) and intends to apply a portion of the proceeds of this financing to eligible payments under this contract. Payment by CDB will be made only at the request of (GOSVG) and upon approval by CDB, and will be subject, in all respects, to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No Party other than (GOSVG) shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The Project is being implemented by the Ministry of Education National Reconciliation and Information (MOE) through its Education Project Implementation Unit (EPIU). Ministry of Education National Reconciliation and Information has contracted Consultants who will assist the EPIU with delivering the Project. The Consultants have prepared designs and contract documentation and will assist in tender administration and evaluation and supervise Project activities.

MOE now invites sealed bids from the eligible **bidders for the Construction of Smart Classrooms at the Georgetown Technical Institute**. The works include, but are not limited to the following:

- The demolition of two (2) single storey timber buildings

• The construction of a two (2) storey building of reinforced masonry construction to the house:

a. One (1) regular Classroom and three (3) Smart Classrooms;

b. Cosmetology, Food and Drinks Labs;

c. Administration and Washroom facilities.

Consideration will be limited to firms or joint ventures of firms, which are legally incorporated

or otherwise organised in, and have their principal place of business in an eligible country and are either:

- (a) more than 50% beneficially owned by a citizen or citizens and/or a bona fide resident or residents of an eligible country, or by a body corporate or bodies corporate meeting these requirements; or
- (b) owned or controlled by the Government of an eligible country provided that it is legally and financially autonomous and operated under the commercial law of an eligible country and otherwise meets the eligibility requirements of the CDB Guidelines for Procurement (2006).

Eligible countries are member countries of CDB.

Eligible bidders will be required to submit full qualification information with their bids establishing their eligibility to bid and qualification to perform the contract if the bid is accepted. Tender and qualification information are to be submitted in the English Language on the prescribed forms inserted in the Bid Documents. Submissions that do not provide the information required, or do not demonstrate the prospective contractor's ability to perform satisfactorily, will not qualify and will not be considered for further evaluation.

Qualification requirements include, inter alia:

- (a) an average annual turnover (defined as certified payments received for works in progress or completed) within the last five **(5) years of at least EC \$1,000,000.00;**
- (b) A demonstrable cash flow (including **access to credit) of EC\$150,000.00;**
- (c) Experience as prime contractor in the **construction of at least two (2)** assignments of a nature, scope and complexity comparable to the proposed project activity within the last ten (10) years (to comply with the requirement, works quoted should be at least seventy 70 percent complete);
- (d) A list of all projects completed within the past three (3) years. Indicate whether they were completed (i) on schedule, or (ii) beyond schedule, and the reasons why.

Bidding Documents may be obtained by eligible bidders from the first address below for no charge. Requests may be made by written application including email. Written applications **must be clearly marked: "Request for Bidding Documents for the Construction of Smart Classrooms at the Georgetown Technical Institute"**, along with the name, address and contact information of the bidder for which Bidding Documents are being requested.

Applicants who request that documents be forwarded to them must submit an account number from a local courier agent that accepts freight collect charges. Documents will be promptly dispatched, but under no circumstance will the Government of St. Vincent and the Grenadines or MOE or their authorised agent be held responsible for late delivery or loss of the documents so transmitted.

Submissions in sealed envelopes clearly **marked "Bid for the construction of Smart Classrooms at the Georgetown Technical Institute."**, must be received at the second address below not later than 14:00 hrs on **November 29th, 2019**. Bid opening will take place immediately after the deadline for submission at the second address below in the presence of bidders representatives who choose to attend. Qualification information only must be simultaneously submitted to the third address below.

All bids must be accompanied by a Bid Security **of Two Thousand East Caribbean Dollars (EC \$2,000.00).**

GOSVG reserves the right to accept or reject any bid, and to annul the process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected prospective bidder(s) or any obligation to inform the affected prospective bidder(s) of the grounds for GOSVG action. GOSVG will not defray any costs incurred by any bidder in the preparation of bids.

1. Address for Correspondence

The Project Coordinator
TVET Development
Ministry of Education
1st Floor Coreas Hazels Building
Halifax Street
Kingstown
St. Vincent and the Grenadines
Tel.: (+1-784) 457-0178)
Fax: (+1-784) 451-2493
Email: epmu@vincysurf.com, and
pmedubep@vincysurf.com

2. Address for Bid Submission and Bid

Opening
The Secretary
Central Supplies Tenders Board
Ministry of Finance and Economic Planning
2nd Floor Administrative Complex
Kingstown
St. Vincent and the Grenadines

**3. Address for Completed Qualification
Information Only**

Procurement Officer
Caribbean Development Bank
P.O. Box 408
Wilkey
St. Michael
Barbados, W.I., BB11000
Tel.: (+1-246) 431-1600)
Fax: (+1-246) 426-7269
Email: procurement@caribank.org

29th October, 2019.

BY COMMAND

KATTIAN BARNWELL
Secretary to Cabinet
Prime Minister’s Office

Prime Minister’s Office
St. Vincent and the Grenadines.

5th November, 2019.